

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 25, 2016
CC: All Departments



Business Meeting: N/A

Weekly Report: We have received a new contract from the MART for our van which has substantial negatives to us mid this budget year (\$11k+/- partial FY loss in revenue). Dianna and I are working on this and will advise ASAP. I had several lengthy conversations with Abrahams Associates and our FY '13 Auditor re: the OPEB valuation. I'll be bringing you a request to set the base valuation year as of FY '15 at your 09/12 meeting. We also discussed (and Kelli has worked on) trying to establish the FY '12 ending balances versus the FY '13 beginning balances for our meeting with Melanson as we try to tie down loose pieces to become auditable for FY '13. I've prepared an addition to your 10/20 Fall Town Meeting relative to the school's drainage easement and shared the same with them as to the information I need for your action on 09/26. I toured the Highway yard, finalized the Request for Quotations for the used 6-wheel dump truck and issued the same, circulated a sample bid package for Town surplus to the Highway Administrative Assistant to see if we think we can accomplish such a sale this fall yet to clear out space now taken up by the 15"- vehicles and other such surplus. I've begun a draft of a Disposition of Surplus Property policy for 09/22. I met with the PD Chief and Architect to review a potential bid schedule and the timing of the needed Bond Anticipation Note(s). I've reached out to DOR to arrange a sit-down with the lead processor on state house notes (which can go up to \$1M). We also discussed the need for an Owner's Clerk of the Works and should be able to advise you on this shortly. I've continued discussion with the finance units relative to ensuring we have back-ups for payroll, AP and basic functions. We will have a team sit-down to review work-flow after Labor Day as we work toward any proposed revisions. I wrapped up the work of the Fire Chief Screening Panel and took care of all arrangements for your final interviews of 09/24.

Administration & Finance

Town Accountant: Returned from Vacation on Wednesday 1. Vendor Warrant – addressed three issues with departments 2. Got all the Accounts Receivable caught up. 3. Worked on the questions for the meeting with Melanson & Heath for next Wednesday's meeting.

Treasurer/Collector: Nothing to report this week.

Assessor: Continue to receive FY17 Exemption applications. Mailed out reminder letter along with yearly applications to our Chapter 61 Land Owners as required by the state. Worked on classifications

for Special Use Properties, as required by DOR. Started work on Sales analysis for FY17. Made an inquiry to DOR DLS Law for an opinion, as instructed by my Board. Board of Assessors met this week, this meeting was taped for public broadcast on Templeton Cable TV per request of a town resident. Received notification from MAAO Summer School Course 2, passed. Will continue to educate.

Town Clerk: This week Rich Curtis contacted me and discussed the possibilities of using the new Cert Id machine with the appointments cards to the various boards and committees. I was in contact with the Council on Aging director and we discussed holding an early voting session at the Senior Center for the November Election.

Highway & Grounds

Highway Department: Catch basin Cleaning and painting of crosswalks. Cold patching potholes. Removal of tree stumps and dead wood. Inspection of town vehicles. Repair and maintenance of town vehicles

Cemetery & Parks: Time Spent on providing support & training to the Administrative Assistant: Conducted two playground inspections; Assisted a family with funeral arrangements; sent soil samples out for Templeton Center (Boynton St.), Town Hall, Senior Center; Placed Election Signs on the Commons.

Public Safety

Templeton Police Department: 189 Calls for service, 32 motor vehicle stops and 2 arrest. C10 had been repaired and is now back in service. Station Project is schedule for Final Site Approval with the Planning Board on 9/13. BOS were advised of my acceptance into the FBI National Academy. T.A. Terenzini and I met with S.A. Powers on 8/25 as part of the background investigation. Three candidate were selected from the interviews to move forward with background investigation as a condition of possible employment as part-time officers. Dispatch – Air condition unit has been repaired and is now fully operational. Two candidate have been selected for background investigations as a condition of possible employment as part-time dispatchers.

Templeton Fire/EMS: The Craft fair was held this past weekend, crews were on hand to staff the station, for games, free handouts, EMS emergencies, and open house. Received 3 applications for EMT-B, and one for the EMT-P posting. A pump specialist came to town per my request and looked at L-1, a cost estimate of \$18,000.00 to \$24,000.00 without taking it apart to rebuild the pump was quoted. E-3 oil pan is no longer available, looking at other options. 6 inspections were conducted. Training on pump operations was held Tuesday night.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: The Board of Health completed an investigation into an unpermitted catering business, it seems the property owner has a large property and has been having parties with family and friends, and there has been no monetary gain. The Templeton Arts & Crafts Festival food vendors were in good

form, inspections took place on Saturday and Sunday with no violations noted. Unfortunately, the earlier reported rabies incident proved positive and a notice went out through the Town website, social media, and local newspapers. NMS/NRHS were inspected for school opening, minor issues noted (peeling paint in bathroom, small area of missing tile, piece of coping coming away from wall, etc...), follow up with Rick Moulton in thirty days. Copies of the signed, updated tobacco/nicotine regulations were hand delivered to the local sellers by Leominster Tobacco Alliance.

Building Department Office: Nothing to report this week.

Planning Board Office: Filed Dunkin Donuts decision for 20-day appeal period, filed 8-23-16 Planning Board meeting packet, Wrote New Elementary School Public Hearing notice for abutters and Gardner News advertisement, rewrote Springer Public Hearing notice with new meeting address for abutters and Gardner News advertisement, delivered paperwork to NRHS to secure KIVA room for Public Hearings scheduled for 9-13-16, prepared 8-9-16 minutes for approval at Planning Board 8-23-16 meeting. Prepared meeting packets for Planning Board 8-23-16 meeting, prepared meeting packets. For ZBA 8-24 Public Hearing. Arranged early access to KIVA for Steve Castle to tape/televise 8-23-16 Planning Board meeting. Answered phone calls and emails for the Planning Board.

Human Services

Council on Aging/Senior Center: I am just returning to the Senior Center after a week of bereavement and a week of vacation. I am working on catching up. The usual activities this week, Book club, Reflexology, Bingo, Creative Stitchers, Cribbage, Wii Bowling, and the Veterans Support Group had a cook out here at the Senior Center. All of this took place in addition to families and elders availing themselves of our services, as we are the only social service agency in town. The food pantry was especially busy this week with school beginning their new year.

Library Director: Nothing to report this week. (out of office)

Community TV: This week TCTV recorded Select Board, Board of Assessors, and Planning Board meetings, in addition to working on editing for several shows to be broadcast soon. We also recorded parts of the Arts & Crafts Fair on August 20. We are separately working on sponsor videos and ongoing negotiations of the cable license renewal with Comcast.

Important Dates to Remember

Labor Day-Offices Closed, Monday, September 5, 2016

Selectmen's Meeting, September 12, 2016, 6:30 p.m.

Department Head Meeting, September 13, 2016, 9:00 a.m.